

# File Download Process on the AMMIS Interactive Services Website

02/25/2010

Alabama Medicaid Agency 501 Dexter Avenue Montgomery, Alabama 36104

HP HP Enterprise Services 301 Technacenter Drive Montgomery, Alabama 36117

25 February 2010



# **Table of Contents**

troduction	. 3
File Download Process Overview	. 3
	File Download Process Overview

#### Introduction

#### File Download Process Overview

The AMMIS has several functional areas that perform specific operations for the Alabama Medicaid users. This document is designed to cover the File Download process.

### File Download Process Objective

The purpose of the File Download Process document is to provide information about the download option and to demonstrate how specific files returned from the AMMIS may be downloaded.

### **File Download Process Description**

Trading Partners and Providers can download batch files or PDF formatted reports from the AMMIS through the AMMIS Interactive Services Website.

The download option allows the user to view or save specific files from the state's secure website to their own PC. The user has the capability to search for files based on transaction type, which returns a list ordered by the date the files become available, beginning with the most recent.

A hyperlink is provided to allow users to download and install Adobe Acrobat Reader which is required to view an electronic Remittance Advice (RA) report or a Managed Care Enrollment Roster in PDF format.

## **File Download Process**

### To Access the File Download Search Panel

Step	Action	Response
1	Select <b>Trade Files</b> from drop down main menu.	Drop down list options displayed.
2	Click <b>Download.</b>	File Download Search panel opens.

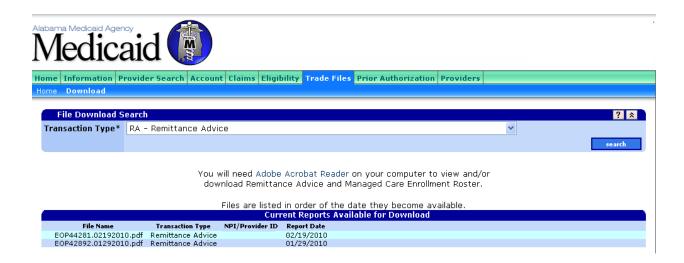


### To Access Files for Download

Step	Action	Response
1	Select a transaction from the Transaction Type drop down list.	Selected transaction highlighted.
2	Click Search.	Current Files Available for Download panel displays the current transactions available for download.







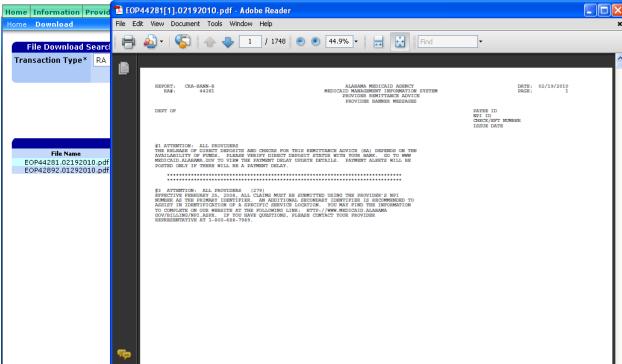
#### To Download a File and View on-line

Step	Action	Response
1	Select a file from the <b>Current Reports Available for Download</b> list.	Windows pop-up displayed with the option to Open and view the file or Save to PC.
2	Click Open.	Report opened and viewed in Adobe.









#### To Download a File and Save to a PC

Step	Action	Response
1	Select a file from the Current Reports  Available for Download list.	Windows pop-up displayed with the option to Open and view the file or Save to PC.
2	Click Save.	Window popup appears to select a location for saving.
3	Select a folder to save the document to.	Document saved.







